



# Khalsa College of Engineering & Technology

## ਖਾਲਸਾ ਕਾਲਜ ਆਫ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ



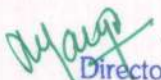
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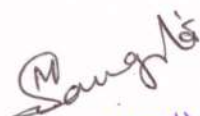
Date 31/01/2018

Ref. No. 1118

### CODE OF CONDUCT

1. All the students of the College are expected to abide by the following rules and regulations which have been framed purely with the intention that students remain regular and sincere towards their studies and they do not have to suffer harsh situations like detention from examination, accumulation of Backlog/Reappears and poor marks.
2. Use of Mobile phones is strictly prohibited for students in the class-rooms, Labs, workshops, Corridors of Academic Blocks. These can be used in Lawns, Canteen, Mess and Hostels only.
3. All genuine needs of students may be put-up in the meeting of Director's Students' Welfare Council through their class-representatives, wherein all the stake- holders viz., HODs, Dean (Ac), DSW, OI/c Time Table and OI/C Sports would be attending these meetings as the ex-officio members.
4. Student suffering from serious sickness /hospitalization or his parents must immediately inform on Telephone and send a written request to his/her HOD, along with the Medical Report/Certificate with the Seal (stamp) of a qualified Doctor. No request for Medical Leave shall be entertained at a later-on date/stage. Originals of the Application (already sent to College through FAX) along with the Medical Certificate from a Govt. Hospital etc. must be produced on the very first day of joining back the College after recovery from the illness. (Medical Certificate from RMP Doctors of Private Clinics will not be accepted).
5. Mass Bunk is viewed very seriously in the interest of our students. Strict disciplinary action will be taken against any student(s)/Class indulging/proceeding or motivating others to go on mass-bunk.
6. Self-Participation or inciting others to any kind of indiscipline, inside/outside the College Campus/Hostel including Strikes, Fighting, Cheating in Examinations, violence of any kind, Mass Bunk, Shortage of Attendance (i.e., less than 75%), using foul language, and any other action which brings bad name to the concerned student and the Institute, shall result in immediate forfeiture of the Fee-concession/ Scholarship and there can be recovery of the Fee-Concession already enjoyed by him/her.

  
Director  
Khalsa College of Engineering  
& Technology, Amritsar

  
Dean (Acad)  
Khalsa College of Engg. & Tech.,  
Amritsar.

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Date 31/11/18

- ef. No. 1118
- The students will have to register themselves on the first day of the beginning of every Semester failing which they will have to pay a fine of Rs. 50/- per day.
  - Students reaching late in the class are allowed to attend the class in the interest of their academics but they are not given any attendance for the same.
  - Students if detailed on any official duty like sports, cultural, ISTE, NSS etc. are marked 'on duty' instead of Absent and these duty leaves are considered towards attendance if the student actually attends at least 65% of the scheduled classes in each theory or practical subject.
  - Attendance is compulsory in all the major events of the college such as Sports Day, Tech. Fest etc
  - Ragging is strictly prohibited.

Director

  
Director  
Khalsa College of Engineering  
& Technology, Amritsar.

  
Dean (Acad)  
Khalsa College of Engg. & Tech.,  
Amritsar.



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Date. 31/01/2018

### Code of Conduct for Teachers, Administrators and Other Staff Members

Academic and Other Rules

#### Administrative cum Management Regulations:

1. Whatever are students' **genuine requirements** or **needs** (for infrastructure, or others) must not be allowed to become **demands**, and these should be spontaneously met with before these take the shape and form of **demands** followed by student-unrest leading to unhealthy **Campus -environment** including student lawlessness coupled with subsequent **irrevocable disciplinary problems**.....(*Responsibility of the Management & Administration*).

#### Administrative Regulations:

1. **Registration** of any student who is **absent** from the Institution for a **continuous period of seven working days** without any **intimation** to the Authority (the concerned **HOD & the Director**) shall be got cancelled by the **concerned HOD** immediately, forthwith. Such a student can get himself/herself **re-registered again, but only after payment** of the **Re-registration fee (Rs. 1000/- and that too, only after taking written permission from the Director** to get re-registered.....(*Responsibility of each faculty member to inform to his/her HOD in writing to get such a student notified as de-registered on the CNBs & HNBS and under intimation to Dean (Ac) & to send a Registered letter to his/her house after getting it signed from the Director*).....(*Duty of the concerned Teacher to inform to HOD and the HOD to inform to Dean(Acad.) and to Director, in writing*).

#### Academic Regulations:

1. It is **mandatory** for all teachers to prepare **Course work-Files** for the **Theory/Practical subjects** to be taught by them during the **next Semester** in the Summer/Winter break (holidays) **period and prior** to the **start** of the next odd/even Semester and submit a **Copy** of the same to **Dean (Ac)** through their **respective HOD** before the start of the **following Semester**.....(*Duty of each HOD/teacher to get the needful done from all teachers of his/her Department*).
2. **Semester Registration Forms** must be got **filled-up** by the concerned **HODs** through their respective class **OI/C teacher/faculty** under the overall supervision of **Dean (Ac)** on the **very first day** of the **Academic Session** through the respective **Class-Incharge teachers**. **Unless and until** allowed by the concerned **HOD & Director**, any student failing to file the **Registration Form** on the **very first day** and **before the end** of the **very 1<sup>st</sup> period**, shall be fined heavily for his/her gross negligence.....(*Duty of Class Incharge/Dean (Ac) & concerned HOD*).
3. A teacher **must** reach the **Class-Room/Laboratory** etc. **at least 2 to 3 minutes in advance**, before the start of lecture and leave the classroom **only after** the arrival of next **Lecturer**. Be **fully prepared** with the lecture, and do not just **while-away** the **precious time** (which is very much likely to happen, in case, you have not prepared your lecture, fully well).

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Dean (Acad)  
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*M Saugata*  
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Date 31/1/18.....

4. (a) To make themselves most **adorable, respected & beloved teachers** amongst their students, teachers **must** recommend, only the **top standard books** and they themselves **must** also **study** and **prepare** their **lectures** and **Notes** etc. (if **Notes** are to be given) also from these **top books only**, while **prescribing** and recommending these books to the students.
- (b) Know each student of **your class** by **name** to ensure **live** and **affectionate links**.
- (c) Promote & encourage **enquiry** and **participation** by students in the **class lecture/debates/academics** and all other activities.
- (d) Satisfy both the **best** as well as the **weakest** student(s) in your class.
- (e) Total **honesty & commitment** to **work** and **accountability** of **high order**.
- (f) Participate in your student activities.
5. (a) Teacher I/Cs in **Laboratories** are responsible to deliver **Lab. Instructions** (about the **theory** and the **background/underlined philosophy**) for every **specific experiment** to be conducted in the **concerned lab**. It is their **responsibility** to **guide** the students about the **step-by-step procedure** for each **experiment** and the **logics** of the **experiment** as to **why** we are conducting it? **What are its benefits?** **What is the mission** of this "experiment" etc etc.? and further, advise the students to write the **comments/discussion** for each **specific experiment**, on the basis of **experimental results** obtained by them for the Practical conducted by them.....(**Responsibility of each Lab. Teacher**).
- (b) Teachers must **not** simply **append** their signatures on the **Lab. Reports** **without** a **thorough appraisal** of the **Comments** and **Discussion** written by the students on the **Results** obtained in respect of **each** and **every Lab Report** as envisaged and desired vide this **Office Order**. Please do read details of this most important **Office Order**, thoroughly.
- Teachers must prepare **Instruction Sheets**, for the **Lab. Experiments** which must be **pasted** on **hard card-board** etc. and **publicly** displayed in the **laboratories**.....(**Responsibility of all Lab. Teachers**).
6. **Lab. Asstts.** are responsible to **maintain** and **assure 100% excellent functional status** of all **Experimental Set-ups/ Laboratory Infrastructure** in their **Laboratory**. They will be held **responsible** for any **lapses** in their respective laboratories. In case, the **experimental set-ups** are found **non-functional**, during **laboratory-class-hours**, then it shall be **construed** as a **gross negligence** of duty on the part of **Technical supporting staff**.....(**Responsibility of technical supporting staff/Lab. Asstts.**).

*Bangli*

Dean (Acad)  
Khalsa College of Engg. & Tech.,  
Amritsar.

*M. Singh*  
Director  
Khalsa College of Engineering  
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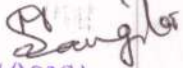
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7. (a) **Time Table** of the College is to be strictly followed without any lapse.  
(b) **No one is authorized to disturb/change** the Institute **Time Table** except **OI/c Time Table**. If **unavoidable & essential**, then concerned HOD must take **prior - approval** from **O/Ic Time Table** and the amendment must be **notified and circulated** to **Director/all teachers** by the **OI/C Time-Table** only.....(*Responsibility of all faculty members*).
8. (a) **Sessional Examinations** form a part of **teacher-taught interaction** just like the other **Theory/Laboratory/Tutorial** classes. So **06 lectures** must be added to the total number of **scheduled lectures** on account of **03 Sessional Tests** held (if each Test is of **2 hrs duration**).
- (i) A student may be **awarded @ 2 lectures** for each **Sessional Test** in which he/she has **appeared** (i.e., **02 lectures** if a student appeared in one Sessional Test only, and **06 lectures** if a student appeared in all the **three Sessional Tests**).
- (ii) In fact, teachers **must make a column of 02 attendances** in their regular **Attendance page** of their Registers, for each Sessional Test held in respect of the subjects taught by them, and on the **date**, on which their **Sessional Tests** are held.....(*Responsibility of each teacher*).
- (b) **No fake attendance** be given by **any teacher** to any student. Attendance be given **only** after **physically engaging** the lecture/laboratory Class for **full period, even if a single student is present**. In case only **'a few'** or **even if a single student** comes to attend the class, then he/she **must be taught the next topic/next Lab. Experiment**, and the **topics/Lab. Experiments** covered for these **few** or even for **one/single student must not be repeated again**, in the class.....(*Responsibility of the teacher*).
- (c) **Attendance** be announced by **each teacher, fortnightly**, in the class, for those Students only who are **negligent/or, are falling short of lectures**, under **written intimation to Dean (Ac) & on CNBs**.
- Registration of such a Student who is **absent continuously for 07 working days** from the Institution **without the sanction of any leave / or without passing any information** to the **concerned HOD/Authority**; such students shall invite **strict action** against them and their **Registration** shall be **struck off** by the concerned **HOD immediately forthwith**, from College Rolls. **Class-teacher is bound to inform** the names of such students, both, to the **Director and Dean (Ac)**, through his/her **HOD**. Such students will have to seek **Re-registration** with the permission of the **Director** and that too after paying the **Re-registration Fee of Rs. 1000/-**.....(*Duty of every concerned Teacher to inform to HOD & the HOD to inform to Dean (Ac) and to the Director, in writing*).

  
Jean (Acad)  
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(d) The **monthly Attendance** of the students is required to be filled-up after **each month** by the **concerned subject teacher** on the last **working-day** of the month in the **Office of HOD** on the **prescribed Proforma** and it be loaded **every month** on the **Internet/Website also**, too.....(*Duty of HOD & concerned teacher*).

9. (a) All **Heads** are to collect **Attendance Registers** (complete in all respects as per guidelines) within **02 days** of the **last date** of conduct of "**Viva-Voce Examination/3<sup>rd</sup> Internal Tests**" whichever occurs later. **Counter-foils** of **Viva-Voce Awards** and that of the **Final Sessional Awards** to be sent to the **University** must be **pasted/glued** by each teacher on the **same page** in the **Attendance Register** on which the **Sessional Awards** have been **worked out**.

At the end of Academic Session, **all Records** and **Attendance Register** must be collected by the concerned **HOD** from the Faculty, **before** allowing any one of them to proceed on **Summer/Winter-Break**, or on **STTPs** or on **any other kind of leave**.....(*Duty of HOD & he/she is to further pass on/transfer the "fully completed" Attendance Registers to the Dean (Ac).....(Responsibility of HODs & Dean (Ac))*).

(b) **Dean (Ac)** and the concerned **HOD(s)** must get **PTU Examination Forms filled up** and collected from the students proceeding on **06 month Training Semester**, **before** they proceed for training, preferably during the on-going **PTU Examination** of the **preceding Semester** itself and get the **Regular PTU Examination Forms** filled-up for all **other Semesters** for the **next Session**, on the **1<sup>st</sup> day** of the start of the **next Semester**.

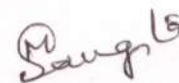
(c) **Thoroughly scrutinized Sessional Awards** and **Viva-Voce Awards** be transferred to **PTU before time**.....(*Duty of Dean (Ac)*).

10. **Additional coaching classes** be taken by the **concerned teacher** in their **respective subject(s)** for those students who perform **poorly**; after **counseling** them **verbally** and **taking a "written undertaking"** from the concerned student, that he/she will **strive to perform better** in **future**.....(*Responsibility of HOD/each teacher/ class Representative*)

### Duties of Class In-Charges:-

1. Get the **Registration-Forms filled-in** from their **Group** of students on the **first day** and **before the end** of **very 1<sup>st</sup> period**, otherwise defaulting student shall be fined heavily **unless** and **until** he /she has been allowed by the concerned **HOD/ Director** for **unavoidable** reasons
2. Keep on asking students, whether all subject teachers are teaching them **well** and whether their **syllabus** is going on **well** or **not**?

  
Director



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